

**City of Seattle**  
**Department of Planning and Development**

Applicant Services Center (ASC)  
700 Fifth Avenue, Suite 2000  
Seattle, WA 98104-5070  
(206) 684-8850  
[www.seattle.gov/dpd](http://www.seattle.gov/dpd)



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## **ADDRESS/RECORDS WORKSHEET & INSTRUCTIONS**

An Address/Records Worksheet is used to research the history and conditions of a development site and verify that the provided legal description matches the site in order to assign addresses and project numbers.

### **REQUIREMENTS:**

This worksheet is required for all permit types except the following:

- Over-the-Counter (OTC) permits and Subject-to-Field-Inspection (STFI) permits.
- Lot Boundary Adjustments, Short Plats and Unit Lot Subdivisions that will be submitted during an Intake Appointment.

**FOR “DROP OFF” SUBMITTALS:** If you are eligible to use the “drop off” submittal process for Lot Boundary Adjustments, Short Plats and Unit Lot Subdivision, you must complete an Address/Records Worksheet and obtain a project number prior to “drop off” of the complete application package.

If the site is being short platted, include the existing legal description with its corresponding dimensioned site plan as well as the proposed new parcel legal descriptions and their corresponding dimensioned property boundaries.

***Please Note:*** *Complex site/legal description issues may require additional time for addressing review and project number assignment.*

### **INSTRUCTIONS:**

1. Complete attached Address/Records Worksheet.
2. Submit a plot plan showing the following (*refer to CAM 103 and CAM 103A for assistance*):
  - Property lines with exact dimensions
  - All streets and alleys adjacent to the site
  - A north arrow
  - Any easements (labeled and dimensioned)
  - Driveways and other paved areas
  - Approximate location of existing buildings and site retaining walls
  - Approximate location of proposed buildings and/or additions and site retaining walls
  - If the site is a corner lot, show the principal entrance of the structure(s)
  - If the site is undeveloped or being wholly redeveloped, show size, location and specific species (common name and scientific name) of **all** trees, for example 3” caliper “**Western White**” Pine (common name), “***Pinus monticola***” (scientific name) or 6” caliper “**Bigleaf**” Maple (common name), “***Acer macrophyllum***” (scientific name).

You may use 8 ½" x 11" paper. Please submit the drawing on a separate sheet of paper. You may submit a complete site plan or site survey showing existing conditions and proposed development. Please add notes to clarify your proposed project i.e. the plan shows a **new** retaining wall, the note indicates a new **3-foot high** retaining wall.

**For sites that have a Short Plat (SP) or Lot Boundary Adjustment (LBA) in process**, you must include a copy of the Short Plat or Lot Boundary Adjustment as part of your application. If your site has been part of a SP or LBA in the past, include that information in the legal description (for example, Parcel A of SP#2100667).

**If you have had a Pre-Submittal Conference** concerning your current project within the last six months, you must enter the project number you were assigned at the meeting in the space provided in Line 7 of the Address/Records Worksheet. *You must include a copy of the Pre-Submittal notes.* These notes provide valuable information to your Permit Leader/Land Use Planner and facilitate a more complete intake appointment.

**Sites with more than two buildings**, a Building Identification Plan, or Key Plan will also be required. Refer to Director's Rule 8-2000 for further information. Single family residences with accessory structures are exempt from this requirement.

Your Project Number is valid for one year.

## **HOW TO SUBMIT AN ADDRESS/RECORDS WORKSHEET:**

1. **Mail** completed Address/Records Worksheet (see attached) with 1 copy of the plot plan to:  
**DPD – Addressing Permit Technicians**  
**Applicant Services Center**  
**P. O. Box 34234**  
**Seattle, WA 98124-1234**
2. **FAX** completed Address/Records Worksheet (see attached) and 1 copy of the plot plan to (206) 233-7866, **ATTN: Addressing Permit Technicians.**
3. **Deliver** completed Address/Records Worksheet (see attached) and 1 copy of the plot plan to the Applicant Services Center front desk at 700 – 5<sup>th</sup> Avenue, Suite 2000.
  - Addressing research will occur on a first come – first served basis during the following times: Monday, Wednesday and Friday between 7:30 a.m. and 4:30 a.m. and Tuesday and Thursday between 10:30 a.m. and 4:30 a.m. A project number may be assigned while you wait. Because of high volumes, we will process a maximum of two worksheets at a time.  
  
***Please Note:*** *Complex site/legal description issues may require additional time for addressing review and project number assignment.*
  - Alternately, you may leave your completed Address/Records Worksheet at the front desk (triage counter). Addressing research and project number assignment will generally occur within 3 working days and a project number information/addressing correction sheet will be mailed or faxed to you.

# PRE-APPLICATION SITE VISIT FORM

## REQUIREMENTS:

A Pre-Application Site Visit is required for all permits for construction (Building Permit) or future construction (Land Use) that involve earth disturbance (including staging areas). During the site visit a Site Inspector will verify field conditions and identify additional submittal requirements based on site observations. Field items include but are not limited to steep slopes, wetlands, drainage patterns, large trees, existing structures and street curb dimensions. Design items include but are not limited to location of existing slopes to proposed construction and location of existing structures to proposed construction.

**NOTE:** Pre-Application Site Visits may not be required if the proposed construction does not involve earth (ground) disturbance. For example: adding a gate and security fence for a boat dock does not require a Pre-Application Site Visit. Pre-Application Site Visits are not required for Lot Boundary Adjustments and Unit Lot Subdivisions when a site visit has been conducted for an associated construction permit.

## INSTRUCTIONS:

1. Complete attached Address/Records Worksheet.
2. Complete attached Address/Records Worksheet if necessary (see "Requirements"). If you have already obtained a project number, please write the number on the Address/Records Worksheet, "Project Number" line at the top right corner.
2. Submit a plot plan showing the following (*refer to CAM 103 and CAM 103A for assistance*):
  - Property lines with exact dimensions
  - All streets and alleys adjacent to the site
  - A north arrow
  - Any easements (labeled and dimensioned)
  - Driveways and other paved areas
  - Approximate location of existing buildings and site retaining walls
  - Approximate location of proposed buildings and/or additions and site retaining walls
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You may use 8 ½" x 11" paper. Please submit the drawing on a separate sheet of paper. You may submit a complete site plan or site survey showing existing conditions and proposed development. Please add notes to clarify your proposed project i.e. the plan shows a **new** retaining wall, the note indicates a new **3-foot high** retaining wall.

## **HOW TO SUBMIT A PRE-APPLICATION SITE VISIT REQUEST FORM:**

1. **Mail** completed Pre-Application Site Visit Request Form (see attached) and completed Address/Records Worksheet Form (see attached) with 2 copies of the plot plan and a check for \$113.00 made out to the "City of Seattle" to:

**DPD – ASC  
P. O. Box 34234  
Seattle, WA 98124-1234**

2. **Deliver** completed Pre-Application Site Visit Request Form (see attached) and completed Address/Records Worksheet Form (see attached) with 2 copies of the plot plan and fee payment to the Applicant Services Center front desk at 700 – 5<sup>th</sup> Avenue, Suite 2000.

The Pre-Application Site Visit Field Assessment and Report is completed by DPD Site Inspectors and is compiled from initial project information submitted by the applicant. Therefore, the Report requirement may be subject to additions, changes or modifications requested by the Department when more detailed information is made available by the applicant's application submittal and information received from the general public. The purpose of the Report is to alert the applicant that there may be unusual or complex site conditions that trigger added requirements from the Department regarding this project. The applicant shall be responsible to provide the technical reports and exhibits to validate the proposed building site's situation.



Project Number \_\_\_\_\_  
(Please refer to attached instructions)

1. **Property Address:** \_\_\_\_\_
2. **Building Identifier(s)** \_\_\_\_\_
3. **King County Assessor's Parcel Number(s):** \_\_\_\_\_  
(King County Assessor's Office 206-296-7300)
4. **COMPLETE Legal Description (attach copy if lengthy):** \_\_\_\_\_

5. **Project Description:** \_\_\_\_\_

Single Family Residence ☐

Commercial ☐

6. **Is Parcel Vacant Property?** Yes ☐ No ☐

7. **Have you had a PAID ☐ Land Use / ☐ Building Code Pre-submittal Conference within the last 6 months? If so, enter the project number here:** \_\_\_\_\_ **and attach copy of Land Use Notes from pre-application meeting and attach copy of receipt if available.**

8. **Owner/Lessee Name:** \_\_\_\_\_

9. **Contact for this project: Name:** \_\_\_\_\_ **Phone:** (    ) \_\_\_\_\_

**E-mail address:** \_\_\_\_\_ **Fax No.** (    ) \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip** \_\_\_\_\_

10. **Applicant's Name:** \_\_\_\_\_

11. **Applicant's relationship to this project (check one):**

- ☐ Owner ☐ Lessee ☐ Licensed Architect ☐ Licensed Engineer  
☐ Licensed Contractor ☐ Courier/Messenger ☐ Owner's Agent (if none of the above)

12. **Please identify any Land Use components of your application:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> SEPA                         | <input type="checkbox"/> Shoreline Substantial Development | <input type="checkbox"/> Sidewalk Café               |
| <input type="checkbox"/> Design Review                | <input type="checkbox"/> Shoreline Variance or Cond. Use   | <input type="checkbox"/> Special Exception (Antenna) |
| <input type="checkbox"/> Administrative Design Review | <input type="checkbox"/> Council Conditional Use           | <input type="checkbox"/> ECA Admin. Conditional Use  |
| <input type="checkbox"/> Variance                     | <input type="checkbox"/> Council Concept Approval          | <input type="checkbox"/> ECA Exception               |
| <input type="checkbox"/> Admin. Conditional Use       | <input type="checkbox"/> Rezone, Shoreline Re-designation  | <input type="checkbox"/> Structural Bldg. Overhang   |

13. **Applicant Signature** \_\_\_\_\_

## DPD USE ONLY

Established address (if other than above): \_\_\_\_\_

Zoning: \_\_\_\_\_

History in system Y/N Shoreline Y/N GIS Page \_\_\_\_\_

ECA B \_\_\_\_\_ C \_\_\_\_\_ Y/N Date \_\_\_\_\_

Overlays/Urban Villages Permit Tech \_\_\_\_\_

Protected Landmark Y/N # \_\_\_\_\_



**Project site address:**

**Project Number:**

**Project Type:** ☐ MUP ☐ Short Plat ☐ Demo ☐ STFI ☐ Const

**Project site owner:** \_\_\_\_\_

**Owner's Representative:** \_\_\_\_\_

**Mailing Address:**  
**(City, State, Zip)** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**e-mail address:** \_\_\_\_\_

**Project description:** \_\_\_\_\_

**Proposed excavation, fill and other grading:** \_\_\_\_\_

**Proposed foundation type(s):** \_\_\_\_\_

**Authorization to conduct Site Visit:**

I am the (owner, owner's authorized representative) of the above addressed property and hereby give permission to the City of Seattle, Department of Planning and Development to enter the above addressed property to conduct a Pre-Application Site Visit. I agree to inform the property's tenants, if any, of the site visit. I am aware that if conditions at the addressed site present a hindrance to the inspector, such as uncontrolled dogs or uncooperative tenants, the Pre-Application Site Visit will not be conducted and the scheduled site visit and fee may be forfeited.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Daytime Phone No.: \_\_\_\_\_

**Please circle one of the following:**

Owner                      Renter/lessee      Vacant  
Occupied                      Occupied

**Instructions for completing and submitting:**

**Pre-Application Site Visit Request Form:**

- Fill-out Request Form completely; be sure to fill-out all the boxes and sign where noted in the Authorization box.
- Request Forms will not be accepted without address and project number.
- Attach a plot plan to this Request Form; either attach a previously prepared plot plan or carefully draw a plot plan on the attached Plot Plan grid sheet.

**Submit Request Form and Plot Plan by:**

- Bring the Request Form and Plot Plan to the Site Development Desk (address below); pay the \$113.00 site visit fee at the cashier's window before dropping off the Request Form.

**Or**

- Mail the Request Form, Plot Plan and a check (payable to "City of Seattle") for \$113.00 to:

City of Seattle  
Department of Planning and Development  
P. O. Box 34234  
Seattle, WA 98124-1234  
Attention: ASC Intake Staff

**Pre-Application Site Visit  
Fee\*:**

**\$ 113.00**

**ASC Staff:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Register Key                      665  
Component Number              75  
Project Code                      USITEDEV

**Fee Paid (stamp):**

**Receipt #** \_\_\_\_\_

## PLOT PLAN

**Address** \_\_\_\_\_ **Project #** \_\_\_\_\_

- North arrow
- Property Lines
- Street and alleys
- Existing structures; label and show distance to property lines
- Proposed construction; label and show distance to property lines
- Location, diameter and common name of trees greater than 6-inches diameter

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are no margins, text, or other markings on the page.